

Cabinet – 14 February 2018

Determination of Admissions Scheme and Admission Arrangements for Community and Voluntary Controlled Primary Schools for the 2019/20 Academic Year

Portfolio: Councillor Nawaz – Children’s Service and Education

Related portfolios: N/A

Service: Children’s Services: Admissions and Pupil Place Planning

Wards: All

Key decision: Yes

Forward plan: Yes

1. Summary

- 1.1 This report sets out the proposed schemes for co-ordinated secondary and primary admissions and midyear admissions (including independent schools, academies, and Free schools) for the 2019/20 academic year and the proposed admission arrangements for primary community and voluntary controlled schools for the 2019/20 academic year.
- 1.2 Walsall Council is not the Admission Authority for any of the secondary schools in the borough.

2. Recommendations

- 2.1 That the proposed schemes as set out in **Appendix A** for inter-authority primary, secondary and midyear co-ordinated admissions for 2019/20 are approved.
- 2.2 That the admission arrangements for primary community and voluntary controlled schools for the academic year 2019/20, as set out in **Appendix B** of this report, are determined.
- 2.3 That Walsall Council informs all consultees of the determination of the admission arrangements for the 2019/20 academic year.

3. Report detail

- 3.1 As the Local Authority, Walsall Council has the responsibility to draw up and agree schemes for secondary and primary admissions for the 2019/20 academic year. Walsall Council is the Admission Authority for all community and voluntary controlled Primary schools in Walsall. Section 89 of the School Standards and Framework Act 1998 requires admission authorities to determine the admission arrangements for the 2019/20 school year by 28 February 2018.

- 3.2 Following a period of consultation, at the meeting on 25 October 2017 Cabinet approved proposals to expand 6 Walsall primary schools in order to meet projected demand for reception places from September 2019. It is proposed that from 1 September 2019 the published admission number for Leighswood School will be increased from 75 (2.5 FE) to 90 (3 FE), the published admission number for Old Church CE Primary School will be increased from 45 (1.5 FE) to 60 (2 FE), the published admission number for Salisbury Primary School will be increased from 45 (1.5 FE) to 60 (2 FE), the published admission number for the Short Heath Foundation (Rosedale CE Infant School and Short Heath Junior School) will be increased from 60 (2 FE) to 90 (3 FE) and the published admission number for St Michael's CE Primary School will be increased from 45 (1.5 FE) to 60 (2 FE). The increased admission numbers will apply to the reception year only in 2019 and the new admission number will work its way through the school with the 2019 reception cohort until all the admission number for all year groups is increased. In the case of the Short Heath Foundation, the increased admission number will apply to the reception class in Rosedale CE Infant School from September 2019, the revised admission number will work its way through the schools with the reception 2019 cohort, and the admission number for Short Heath Junior School will increase to 90 in September 2022 when this cohort reaches year 3. It is also proposed that the published admission number for Manor Primary School will be increased from 45 (1.5 FE) to 60 (2 FE), however as this is foundation school the governing body is consulting separately on this proposal.

Although the published admission number for each school will be formally increased from 1 September 2019, it is proposed that Leighswood School, Old Church CE Primary School, Rosedale CE Infant School, Salisbury Primary School and St Michael's CE Primary School admit above PAN to the proposed admission number in September 2018 in order to meet projected demand for reception places.

- 3.3 Since the start of the consultation on 6 November 2017, Net Capacity Assessments have been completed for the following Walsall primary schools:

Abbey Primary School
Beacon Primary School
Bentley West Primary School
Christ Church CE JMI School
Greenfield Primary School
Hillary Primary School
King Charles Primary School
King's Hill Primary School
St Giles CE Primary School

The report has been updated to reflect revised net capacities for each of these schools.

- 3.4 Section 1 – Secondary Admissions: the first reference to Ormiston Sheffield Community Academy in paragraph 3 has been deleted as according to the school's own proposed admission arrangements for 2019/20, parents are no longer required to complete a registration form in order to apply for a place at the school.

4. Council Corporate Plan priorities

4.1 The schemes for coordinated admissions and the admission arrangements for primary community and voluntary controlled schools for the 2019/20 academic year set out a fair and equitable process for children wishing to attend Walsall schools in September 2019 and throughout the academic year as midyear admissions and support the Council's Corporate Plan Priorities which are:

- Pursue inclusive economic growth
The admission arrangements and coordinated scheme aim to provide access to school places for all Walsall residents, giving children the educational opportunity to equip them to enter the workforce.
- Make a positive difference to the lives of Walsall people;
The admission arrangements and coordinated scheme aim to provide access to school places for all Walsall residents enabling parents to express preferences for a school place for their child.
- Children are safe from harm, happy and learning well with self-belief, aspiration and support to be their best;
The admission arrangements and coordinated scheme aim to provide access to school places for all Walsall residents, fulfilling a safeguarding objective and ensuring that all children living in the borough have access to an appropriate education;
- Safe, resilient and prospering communities.
The admission arrangements and coordinated scheme ensure that parents of all Walsall resident children have the opportunity to apply for a place at their preferred school.

5. Risk management

5.1 The admission arrangements will be included in the Information Booklet for Parents publication which is the Council's composite prospectus and this document will be published on Walsall Council's website, on the Walsall Link website and will also be available in hard copy on request throughout the admissions process. The provision of clear information will help parents to decide upon their preferences when applying for a school place for their child and should contribute to a reduction in the number of admission appeals.

6. Financial implications

6.1 The financial implications of the proposed primary school expansions were detailed in the report which was presented to Cabinet at the meeting on 25 October 2017.

7. Legal implications

7.1 All Local Authorities are required by section 88M of the School Standards and Framework Act and the Co-ordination Regulations, to have in place a scheme each year for co-ordinating admission arrangements for maintained schools and academies within their area.

7.2 Walsall Council, as the Admission Authority, has a statutory duty to consult on the proposed admission arrangements for community and voluntary controlled schools.

7.3 Admission Authorities are statutorily required to complete consultation on their proposed admission arrangements for the 2019/20 school year by 31 January 2018 and must determine (or finalise) these by 28 February 2018.

7.4 The proposed admission arrangements comply with the School Admissions Code (2014).

8. Property implications

8.1 The proposed primary school expansions will involve building work and alterations to the site of all the schools concerned. Details were provided in the report that was submitted to Cabinet on 25 October 2017.

9. Health and wellbeing implications

9.1 The Local Authority has a duty to ensure that all children resident within the borough has a school place which contributes to their health and wellbeing.

10. Staffing implications

10.1 There are staffing implications for the proposed primary school expansions detailed in paragraph 3.2 of this report. The schools concerned may need to recruit additional staff to teach the increased pupil numbers as they move through the school.

11. Reducing inequalities

11.1 In line with the requirements of the School Admissions Code (2014) and in order to ensure greater equity and fair access, full consideration has been given to the possible impact, direct or indirect, of the proposed admission criteria on equal opportunities.

11.2 An Equality Impact Assessment has been completed for this report.

12. Consultation

12.1 Consultation on the proposed scheme for coordinated admissions and the proposed admission arrangements for community and voluntary controlled schools commenced on 6 November 2017 and the consultation period closed at 17:00 on 18 December 2017. Detailed below are the organisations which have been consulted.

The following bodies were consulted:

Neighbouring Local Authorities (Birmingham, Dudley, Sandwell, Solihull, Staffordshire, Wolverhampton)
Diocesan representatives
All Walsall schools including Academies

The proposed scheme and admission arrangements were available on the Walsall Council website and the Walsall Link website throughout the consultation period.

- 12.2 A total of 2 consultation responses were received, the full text of each response is included in full in Appendix C of this document. There was 1 response from the headteacher of a secondary academy and 1 response from the Chair of WASH. Both responses stated that secondary schools do not want the Local Authority to resume coordination of midyear admissions.

The Council consulted on the proposal to resume coordination of midyear admissions from September 2018 during the 2016/17 school year. The decision of cabinet was to agree to this proposal and in accordance with the determined admission arrangements for 2018/19, coordination of midyear admissions for all Walsall schools will resume from September 2018. It is recommended that in order to safeguard the interests of all Walsall children no change is made to the coordination arrangements for midyear admissions in 2019/20.

Background papers

DfE: School Admissions Code 2014

Cabinet report on the proposed expansions of primary schools – 25 October 2017.

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Sally Rowe
Executive Director
6 February 2018



Councillor Nawaz
Portfolio Holder
6 February 2018

Proposed Schemes for coordinated Primary and Secondary Admissions for Walsall for 2019/2020.

1. Secondary Admissions

Walsall Council is working in partnership in an inter-Local Authority coordinated admission scheme with a number of neighbouring Local Authorities, namely Birmingham, Dudley, Sandwell, Staffordshire and Wolverhampton.

Parents should complete an online application. This will enable Walsall parents of Year 6 children (who will transfer to secondary education in September 2019) to name up to 5 secondary schools, rank them in order of preference and give reasons for their preference. The online application may be used to apply for a place at any secondary school in or outside the borough.

Parents who name Queen Mary's Grammar School, Queen Mary's High School, The Walsall Academy, a Specialist Music Place at Aldridge School or a Sport's Place at Ormiston Sheffield Academy on the online form must also complete the school's own Registration Form.

Parents who name Blue Coat CE Academy, Brownhills School, Shire Oak Academy or St Francis of Assisi Catholic School, or St Thomas More Catholic Business and Enterprise College on the online form must also complete the school's own supplementary information form.

Online applications must be submitted by the national closing date of **31 October 2018**.

Preferences which are changed or added after the closing date without a significant change in circumstances will be processed as late applications. When notifying a significant change of circumstances the applicant must supply documentary evidence to confirm the change. An example of a significant change of circumstances is a house move that necessitates a change of preference(s). This would need to be validated by documentary evidence such as a solicitor's letter confirming exchange of contract or a copy of the tenancy agreement.

All applications for named schools will be considered in accordance with each school's published admission criteria. Schools which are their own Admission Authority will be informed of all applications naming their school, but not the rankings. These schools will inform the Admissions and Pupil Place Planning Team of the order in which all applicants meet their admission criteria.

By 14 November 2018 (tbc), Walsall Council will exchange application data and supporting documentation in respect of pupils resident in Walsall, who have applied for schools outside the borough, with the appropriate maintaining Local Authorities. Similar information will be received for applications from out of borough residents who have expressed preferences for Walsall secondary schools.

By 2 January 2019 (tbc), Walsall Council will input the results of all applications to Walsall schools and a list of potential offers will then be produced. These potential offers will then be exchanged with other Local Authorities in respect of the results of out of borough applications. The information received will state which Walsall residents have the potential offer of a place in an out of borough school. This information will be transferred onto the Walsall database, compared to rankings and will result in a list of provisional offers.

By 16 January 2019 (tbc), the provisional offers will be exchanged with other Local Authorities in respect of out of borough applications. The information received will state

which Walsall residents have a provisional offer of a place in an out of borough school. These will be transferred onto the Walsall database, compared to rankings and the results will be the final allocation of places at Walsall secondary schools.

By 6 February 2019 (tbc), the final allocations will be exchanged with the other Local Authorities in respect of the results of out of borough applications.

If a Walsall child does not meet the admission criteria for any of their preferred schools then Walsall Council will allocate a place at the nearest alternative secondary school with vacant places following consultation with the governing body.

On the National Notification Date, 1 March 2019 (or the next working day), email notification of the outcome of their application will be sent to all parents resident in Walsall who submitted an online application and requested email notification. On behalf of the relevant Admission Authorities, Walsall Council will also write to all parents resident in Walsall informing them of the outcome of their applications. These letters and emails will also inform parents of the reason for the refusal of places, their right of appeal in that event and will give contact details for appeals information. Letters to on time applicants will be sent by second class post on 1 March (or the next working day); letters to late applicants will be sent as soon as possible after the National Notification Date.

By 14 March 2019 (tbc), parents must notify the Admissions and Pupil Place Planning Team in writing if they do not wish to accept the place which has been offered to their child. Parents who do not respond to the offer by this date will be presumed to have accepted the place offered to their child.

2. Primary Admissions

Walsall Council is working in an inter-Local Authority coordinated admission scheme in partnership with a number of neighbouring Local Authorities, namely Birmingham, Dudley, Sandwell, Staffordshire and Wolverhampton.

Parents should complete an online application. This will enable Walsall parents of Nursery children to name up to 3 primary schools and parents of Year 2 children (for junior schools) to name up to 3 junior schools, rank them in order of preference and give reasons for their preference. The online form may be used to apply for a place at any primary/junior school in or outside the borough.

Parents of children who are in nursery provision in Walsall and are resident in Walsall must apply online if they want their child to join a reception class in a Walsall primary school or in another local authority's area.

Attendance at a Walsall school's nursery provision or co-located children's centre does not guarantee a place at a Walsall primary school.

Online applications must be submitted on the Walsall Council website by the closing date of **15 January 2019**.

Preferences changed or added after the closing date without a significant change in circumstances will be processed as late applications. When notifying a significant change of circumstances the applicant must supply documentary evidence to confirm the change. An example of a significant change of circumstances is a house move that necessitates a change of preference(s). This would need to be validated by documentary evidence such as a solicitor's letter confirming exchange of contract or a copy of the tenancy agreement.

All applications for named schools will be considered in accordance with each school's published admission criteria. Schools that are their own Admission Authority will be provided with a list of information in respect of all applications naming their school, but not the rankings, together with copies of any supporting documentation. These schools will use the information provided to apply their admission criteria and will then inform the Admissions and Pupil Place Planning Team of the order in which all applications meet their admission criteria.

The table below gives details of Walsall primary schools which are their own admission authorities:-

Foundation Schools	Voluntary Aided Church of England Schools	Voluntary Aided Catholic Schools	Academies
Manor Primary	Blue Coat CE (A) Infant	St Anne's Catholic Primary	All Saint's Academy
Pheasey Park Farm Primary	Blue Coat CE (A) Junior	St Bernadette's Catholic Primary	Birchills CE Primary Community School
	Cooper and Jordan CE(VA) Primary	St Francis Catholic Primary	Bloxwich Academy
		St Joseph's Catholic Primary	Caldmore Primary Academy
		St Mary of the Angels Catholic Primary	Croft Academy
		St Mary's the Mount Catholic Primary	Edgar Stammers Primary School
		St Patrick's Catholic Primary	Fibbersley Park Primary Academy
		St Peter's Catholic Primary	Goldsmith Primary Academy
		St Thomas of Canterbury Catholic Primary	Jubilee Academy Mossley
			Lodge Farm Primary Academy
			North Walsall Academy
			Park Hall Infant Academy
			Park Hall Junior Academy
			Reedswood E-Act Academy
			Rivers Primary Academy
			Ryders Hayes School
			Wood's Bank Primary Academy
			Woodlands Primary School

Where a child meets the admission criteria of more than one of the schools named on the online application form then Walsall Council will allocate a place at the highest ranked of those schools. Admission Authorities will be advised of the pupils to be offered places.

By 23 January 2019 (tbc), Walsall Council will exchange application data and supporting documentation in respect of pupils resident in Walsall, who have applied for schools outside the borough, with the appropriate maintaining Local Authorities. Similar information will be received for applications from out of borough residents who have expressed preferences for Walsall primary schools.

By 13 February 2019 (tbc), Walsall Council will input the results of all applications to Walsall schools and a list of potential offers will then be produced. These potential offers will then be exchanged with other Local Authorities in respect of the results of out of borough applications. The information received will state which Walsall residents have the potential offer of a place in an out of borough school. This information will be transferred onto the Walsall database, compared to rankings and will result in a list of provisional offers.

By 4 March 2019 (tbc), the provisional offers will be exchanged with other Local Authorities in respect of out of borough applications. The information received will state which Walsall residents have a provisional offer of a place in an out of borough school. These will be transferred onto the Walsall database, compared to rankings and the results will be the final allocation of places at Walsall secondary schools.

By 27 March 2019 (tbc), the final allocations will be exchanged with the other Local Authorities in respect of the results of out of borough applications.

If a Walsall child does not meet the admission criteria for any of their preferred schools then Walsall Council will allocate a place at the nearest alternative primary school with vacant places, after consultation with the relevant admission authority.

On the National Notification Date, 16 April 2019 (or next working day), email notification of the outcome of their application will be sent to all parents resident in Walsall who submitted an online application and requested email notification. On behalf of the relevant Admission Authorities, Walsall Council will write to all parents resident in Walsall informing them of the outcome of their applications. These letters and emails will also inform parents of the reason for the refusal of places, their right of appeal in that event and will give contact details for appeals information. Letters to on time applicants will be sent by second class post on 16 April (or the next working day); letters to late applicants will be sent as soon as possible after the National Notification Date.

By 28 April 2019 (tbc), parents must notify the Admissions and Pupil Place Planning Team in writing if they do not wish to accept the place which has been offered to their child. Parents who do not respond to the offer letter by this date will be presumed to have accepted the place offered to their child.

3. Late Application Policy

The online portal will close for secondary applications after 31 October 2018. After this date applications must be made on a Walsall Late Application Preference Form. Walsall Late Application Preference Forms and, where appropriate, schools' own Registration Forms, received after the Closing Date, are processed as late applications. Any request to change the name or ranking of a school made after the Closing Date will be processed as a late application.

The online portal will close for primary applications after 15 January 2019. After this date applications must be made on a Walsall Late Application Preference Form. Walsall Late Application Preference Forms and, where appropriate, schools' own Registration Forms, received after the Closing Date, are processed as late applications. Any request to change the name or ranking of a school made after the closing date will be processed as a late application.

Late applications will normally be considered for places after all the applications that were received by the Closing Date. Therefore, it is very likely that late applicants will not be offered a place at one of their preferred schools.

Applications received after the closing date will be passed to the appropriate Admission Authority for consideration under its Late Application Policy. Each Admission Authority is required to publish its own Late Application Policy which explains how late applications will be dealt with. The Late Application Policy for all Walsall community and voluntary controlled schools is shown below.

3.1 Late Applications received up to 4 weeks after the Closing Date

Late applications received up to four weeks after the Closing Date may be considered as being on-time but only where there are exceptional circumstances, including:

- Where the family were unable to submit their online application to Walsall Council on time because they moved into the Borough of Walsall after the Closing Date;
- The family were unable to comply with the admission timetable because of exceptional circumstances which prevented them from submitting their online application;
- When a single parent has been ill for some time.

In these cases the circumstances must be given in writing at the time of application and attached firmly to the Walsall Preference Form: they will be subject to verification by the Director of Children's Services.

This applies to applications for secondary schools received between 1 November 2018 and 29 November 2018. For primary schools, this applies to applications received between 16 January 2019 and 13 February 2019.

3.2 Late applications received more than 4 weeks after the closing date

Applications for schools received more than 4 weeks after the closing date but before the notification date will be considered only after all other applications.

This applies to applications for secondary schools received between 30 November 2018 and 28 February 2019. For primary schools, this applies to applications received between 14 February 2019 and 15 April 2019.

3.3 Late applications received after the notification date (once places have been offered)

Applications received after the notification date: a place will be offered at the highest ranked school if places are available. For Walsall residents, if a place is not available at any of the preferred schools a place will be offered by Walsall Council at the nearest alternative Walsall school with vacant places, after consultation with the relevant admission authority and the child's name will be added to the waiting list for schools listed as preferences in admission criteria order.

4. Waiting list policy

Waiting Lists for all Walsall schools, other than Walsall Academy, will be maintained by Walsall Council. Parents may enquire about their child's position on any Waiting list by telephoning the Admissions and Pupil Place Planning Team (01922) 652585.

Looked after children, previously looked after children and those who are allocated to a school in accordance with the Fair Access Protocol must take precedence over those children on the waiting list.

Waiting lists are kept of all children who have been refused a place at any school which was ranked higher than the school at which they have been offered a place, for example

- If a child is offered a place at the school that was ranked 2nd on their application, then the child's name will only be placed on the waiting list for the school that was ranked 1st.
- If a child is offered a place at their parent's first choice school the child's name will not be added to any waiting list kept for lower ranked schools.

After 1 March 2019 (or next working day) for secondary transfers or 16 April 2019 (or next working day) for primary admissions a parent may contact the Admissions and Pupil Place Planning Team to apply for a place at an oversubscribed Walsall school. Their child's name will be placed on the school's waiting list in admission criteria order. Any vacancies will be offered on the basis of the admission criteria for the school.

Waiting lists will be kept for one term only and then discarded. From 1 January 2020 parents who wish their child to be added to a new waiting list should write to the Admissions and Pupil Place Planning Team to request this.

5. Midyear Admissions

The Local Authority will coordinate the midyear admission process for applications to all Walsall primary and secondary schools and academies from 1 September 2018.

Parents who wish to apply for admission to any Walsall maintained mainstream primary or secondary school or academy other than at the point of entry to either primary (Reception or Year 3 when transferring from an infant school to a junior or primary school) or secondary school should submit an online application through the School Admissions pages of the Walsall Council website. Applications may not be made directly to any maintained mainstream primary or secondary school or academy. Any supplementary information forms required by a school must be returned to the relevant school. Where a parent completes a supplementary form it will not be regarded as a valid application unless the parent has also listed a preference for the school on their online Midyear Admission application.

Parents who wish to apply for places at schools outside of Walsall should contact the relevant local authority directly.

All Walsall maintained mainstream schools and academies must provide the Admissions and Pupil Place Planning Team with accurate details of the number of vacancies in each year group on a weekly basis to enable places to be offered to applicants for midyear admission without unnecessary delay.

On receipt of an application for midyear admission the Admissions and Pupil Place Planning Team will assess the application to determine if it meets the criteria for consideration under the Walsall Primary or Secondary Fair Access Protocols and where appropriate a referral will be made to the relevant Fair Access Panel.

Once an application has been assessed in accordance with the published admission criteria of the preferred schools, the Local Authority will write to the applicant to indicate one of the following outcomes:

- Where the child is eligible for a place at one or more of their parent's preferred schools they will be offered a place at the highest ranked preference;
- Where it is not possible to offer the highest ranked preference, where possible a place will be offered at a lower ranked preference and the offer letter will contain details of how the parent may appeal against the decision to refuse a place at the higher ranked school, and where there is a waiting list their child's name will be added to it.
- If it is not possible to offer the applicant a place at any of their parent's preferred schools and the child is currently without a school place, a place will be offered at an alternative Walsall school which has places available, following consultation with other admissions authorities where appropriate.

Parents of children with a statement of special educational needs or an Education Health and Care Plan (EHCP) must contact Walsall Council's SEN Team or the Local Authority that issued their statement or EHCP if they wish their child to move to a new school.

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Proposed Admission Arrangements for Community and Voluntary Controlled Primary Schools for 2019/20

1. Admissions numbers for community and voluntary controlled primary schools for 2019/20

The following pages show the capacities and proposed Admission Numbers for community and voluntary controlled primary schools in 2019/20.

The Admission Number is the capacity of the school to admit children at the normal age of entry in the 2019/20 academic year, that is:

- Admissions into Reception in infant and primary schools;
- Admissions into Year 3 in junior schools.

Community or Voluntary Controlled Primary Schools	Indicated Admission Number (Based on existing net capacity assessment -NCA)	Proposed Admission Number
Abbey Primary	36	30
Alumwell Infant	90	90
Alumwell Junior	90	90
Barcroft Primary	60	60
Beacon Primary	61	60
Bentley West Primary	76	60
Blackwood	90	90
Blakenall Heath Junior	60	60
Brownhills West Primary	29	30
Busill Jones Primary	45	45
Butts Primary	30	30
Castlefort JMI	30	30
Christ Church CE (C) JMI	59	45
Chuckery Primary	60	60
County Bridge Primary	30	30
Delves Infant	90	90
Delves Junior	81	90
Elmore Green Primary	41	45
Greenfield Primary	50	45
Hillary Primary	95	90
Holy Trinity CE Primary	29	30
King Charles Primary	55	60
King's Hill Primary	92	60
Leamore Primary	30	30
Leighswood	75*	90
Lindens Primary	60	60
Lower Farm Primary	53	60
Meadow View JMI	55	60
Millfield Primary	30	30
Moorcroft Wood Primary	30	30
New Invention Infant	90	90
New Invention Junior	84	90
Old Church CE (C) Primary	42*	60

Palfrey Infant	90	90
Palfrey Junior	90	90
Pelsall Village	45	45
Pinfold Street Primary	58	60
Pool Hayes Primary	30	30
The Radleys Primary	30	30
Rosedale CE (C) Infant	60*	90
Rushall JMI	30	30
Salisbury Primary	45*	60
Short Heath Junior	60*	60**
St Giles CE Primary	60	60
St James Primary	30	30
St John's CE Primary	45	45
St Michael's CE (C) Primary	45*	60
Sunshine Infant and Nursery	60	60
Walsall Wood	30	30
Watling Street JMI	30	30
Whetstone Field Primary	30	30
Whitehall Nursery and Infant	86	90
Whitehall Junior Community	90	90

*For the schools indicated the figure given represents the current net capacity. Each of these schools is to be permanently expanded from September 2019 to create additional Reception places and building work will be carried out as necessary to ensure that the school sites are adequate to accommodate the additional pupil numbers; once building works have been completed the net capacity assessments for each of these schools will be reviewed.

** The published admission number for the Short Heath Federation is to be increased to 90 from September 2019. The increased PAN will apply to reception only in the first year and will work through the federation with the 2019 reception cohort until the admission number for all years groups is 90; the PAN for Short Heath Junior School will therefore increase to 90 in September 2022 when the 2019 reception cohort is eligible for transfer to Year 3.

2. Oversubscription criteria for community and voluntary controlled primary schools

If there are more applications than there are places available, places will be allocated using the Oversubscription Criteria in the following order of priority:

1. Children in Public Care (looked after children) and previously looked after children (see 3.1 below);
2. Pupils who have a sibling already in attendance at the school, or paired junior school when the application is made and who will be still attending the school at the proposed admission date (see 3.2 below);
3. Pupils for whom a place at the school is essential on medical or social grounds as supported in writing by a medical practitioner or a social worker. (Applications will be subject to verification by the Director of Children's Services) (see 3.3 below);
4. *For applications to junior schools only.* Attendance by the child at the relevant paired infant school, when the application is made (see 3.4 below);

5. *For applications to voluntary controlled Church of England primary schools only.* Up to 25% of places may be allocated as 'Church Places' to children, regardless of distance between home and school, whose parents are regular worshippers at a Christian church and whose application is supported in writing by the minister of the church where they worship (see 3.5 below);
6. Distance between the home address and the school as measured in a straight line with those living closer to the school receiving the higher priority (see 3.6 below).

If there is oversubscription in criteria 2 to 5, priority will be given to those living closest to the school as measured in a straight line.

3. Explanatory notes for Oversubscription Criteria

3.1 Children in Public Care (looked after children) and previously looked after children

Children who are in the care of a local authority or provided with accommodation by a local authority and previously looked after children who ceased to be looked after because they were adopted or became subject to a residence order or special guardianship order.

3.2 Sibling

A sibling is a child who resides at the same address as the child for whom a place is being requested and is one of the following:

- A brother or sister sharing the same parents;
- A half-brother or sister sharing one common parent;
- A step-brother or sister (i.e. related by their parent's marriage);
- Any other child for whom it can be demonstrated that he or she is residing permanently at the same address (e.g. under the terms of a residence order).

3.3 Social or medical factors

If parents believe there are specific medical or social reasons for claiming priority for a child to attend a particular school, the relevant part of the application must be completed and evidence to support the claim must be submitted to the Local Authority.

Requests for such consideration will be subject to verification by the Director of Children's Services. This is necessary because parents will be asking the Authority to assess the child as having a stronger case than many other children, some of whom may live closer to the school.

3.3a Medical Evidence

Medical evidence must be submitted in writing from a medical practitioner and should state why the preferred school is **the only school that can meet the child's needs**. This must relate to either the child or the parents, for example where the parent(s) or the child has a disability that may make travel to a school further away more difficult. Medical evidence which relates to parent(s) will be considered in the following circumstances:

- Where the child lives with a single parent who has a medical condition or disability that may make travel to a school further away more difficult;
- Where the child lives with both parents and both parents have a medical condition or disability that may make travel to a school further away more difficult;

- Where a child lives with both parents and one parent has a medical condition or disability that may make travel to a school further away more difficult medical evidence may be considered if the other parent is unable to accompany the child on the journey to and from school because they are the sole carer for the other parent.

3.3b Social Evidence

Social evidence must be submitted in writing from an appropriate professional and should state why the preferred school is **the only school that can meet the child's needs**.

Please note that preferences are only given priority under the medical/social criterion in very exceptional cases where medical or social evidence clearly demonstrates that the preferred school is the only school which can meet the child's needs.

3.4 Paired infant and junior schools

The paired infant and junior schools are:

Alumwell Infant	paired with Alumwell Junior
Delves Infant	paired with Delves Junior
New Invention Infant	paired with New Invention Junior
Palfrey Infant	paired with Palfrey Junior
Rosedale CE (C) Infant	paired with Short Heath Junior
Sunshine Infant and Nursery	paired with Blakenall Heath Junior
Whitehall Nursery and Infant	paired with Whitehall Junior Community

3.5 Church Places at voluntary controlled Church of England primary schools

Voluntary controlled Church of England primary schools with an admission number of 30 will offer a maximum of 7 Church Places; schools with an admission number of 45 will offer a maximum of 11 Church Places; schools with an admission number of 60 will offer a maximum of 15 Church Places; schools with an admission number of 90 will offer a maximum of 22 Church Places.

If there is over-subscription for Church Places, priority will be given to those living closest to the school as measured in a straight line.

'Regular worshipper' is defined as attending a place of worship on at least one occasion per month over the past twelve months.

3.6 Distance

Distance will be measured in a straight line from the centre point of the home address to the centre point of the school address using the Local Authority's computerised measuring system with those living closer to the school receiving the higher priority.

3.6a Definition of a home address

The home address of a child is considered to be the permanent residence of a child in a residential property when the place is offered. The address must be the child's only or main residence and is either:

- owned by the child's parent (s) or guardian; or
- leased to or rented by the child's parent(s), or guardian under lease or written rental agreement of not less than six months duration.

Documentary evidence of ownership or rental agreement may be required together with proof of actual permanent residence at the property concerned. In certain circumstances the child's current school will be asked to verify the address given.

Where parents have shared responsibility for a child and the child lives with both parents for part of the week, the main residence will be determined as the address where the child lives for the majority of the week. Parents may be requested to supply documentary evidence to support the address used for the application.

The offer of a place is based upon the address of the child when the offer is made. If a child is offered a place at an oversubscribed school the place may be withdrawn if it is found that the child moved (before the place was offered) to a new address which was further away from the school and the child would not have qualified for a place under the distance criterion.

In the event that a family moves between the application and the date of offer, the Admissions and Pupil Place Planning Team must be informed as soon as possible of these circumstances.

If the home address is a flat (or apartment) and there is more than one flat at the same address, priority will be given to applicants living at the lowest numbered flat on the lowest floor.

4. Oversubscription criteria for Nursery Schools

Applications for nursery places should be made directly to the school.

If there are more applications than there are nursery places available then places will be allocated using the Oversubscription Criteria in the following order of priority:

4.1 Priority for nursery places will be given to children born between 1 September 2014 and 31 August 2015. If places are oversubscribed the following Oversubscription Criteria will apply:

1. Children in Public Care (looked after children) and previously looked after children. (see 3.1 above)
2. Pupils who have a sibling already in attendance at the school, or paired junior school when the application is made and who will be still attending the school at the proposed admission date. (see 3.2 above)
3. Pupils for whom a place at the school is essential on medical or social grounds and supported in writing by a medical practitioner or a Social Worker. (Applications will be subject to verification by the Interim Director of Children's Services). (see 3.3 above)
4. Distance between the home address and the school as measured in a straight line with those living closer to the school receiving the higher priority. (see 3.6 above)

4.2 Where places are still available schools may only offer places to children who have attained the age of 3. If the remaining places are oversubscribed the Oversubscription Criteria 1-4, shown above, will apply.

If there is oversubscription in criteria 2 and 3, priority will be given to those living closest to the school as measured in a straight line.

5. Deferred Entry Policy

Children reach compulsory school age on the first day of the term following their fifth birthday. However, all Walsall primary schools provide full time places for pupils in a reception class from September in the year before children reach their fifth birthday.

If parents prefer their child to start school later than 1 September 2019 they have the option of deferring the child's entry until later in the 2019/20 school year. Parents opting for this must notify the school in writing of the date they wish their child to start in a reception class.

Parents are not able to defer entry beyond the beginning of the term following their child's fifth birthday or beyond the academic year for which admission is sought.

The effect of this is that the place is held for that child and is not available to be offered to another child.

6. Admission of children outside their normal age group

Summer born children, (born between 1 April and 31 August) reach compulsory school age in the September following their fifth birthday (or on their fifth birthday if it falls on 31 August). Parents of summer born children may submit a request for their child to be admitted to a reception class in the September following their fifth birthday, at the point at which other children in their age group are moving from the reception class to year 1.

Parents seeking a place for their child outside of their normal age group in a community or voluntary controlled primary school should make a request in writing to Walsall Council providing details of the reason for the request and supporting medical evidence or evidence from the child's current head teacher if appropriate demonstrating that deferred admission to Reception would be in the child's best interests.

When an application for admission outside of a child's normal age group in a community or voluntary controlled primary school is received, Walsall Council, as admission authority for the school, will make the decision on whether or not to grant the request based on the individual circumstances of each case.

Parents seeking a place for their child outside of their normal age group in a voluntary aided school, foundation school or in an academy should submit a request directly to their preferred school. They must also notify the Local Authority in writing of the request and must complete a Local Authority application for the year of admission.

Details of Consultation Responses

Respondent	Position	Comments
Simon Rogers	Head teacher of Walsall Academy	Having discussed your proposed admission arrangements at our Governing Board meeting, the Governing Board of Walsall Academy do not wish to have mid-year admissions co-ordinated by the Local Authority. We have no comment regarding the other parts of the consultation.
Alison Bruton	Head teacher of Queen Mary's High School	I write in my capacity as Chair of WASH to inform you that secondary providers in Walsall do not want the Walsall Admissions Team to manage mid-year admissions for us. We discussed this matter at a meeting on Monday this week and subsequently I have received feedback from heads who were unable to attend. The response has been unanimous. Please take this message as a response to the consultation and please confirm that secondary providers will be able to manage their own mid-year admission in future. Can you please give us the date from which this will be the case?

Equality Impact Assessment (EqIA) for Policies, Procedures and Services

Proposal name	Proposed Admission Arrangements for Community and Voluntary Controlled Schools for 2019/20 and the Proposed Scheme for Coordinated Admissions for Primary and Secondary Schools for 2019/20		
Directorate	Children's Services		
Service	Admissions and Pupil Place Planning Team		
Responsible Officer	Kate Mann – Service Manager, Admissions and Pupil Place Planning		
EqIA Author	Kate Mann		
Proposal planning start		Proposal start date (due or actual)	2019/20

1	What is the purpose of the proposal?	Yes / No	New / revision
	Policy	Yes	Revision
	Procedure	Yes	Revision
	Internal service		
	External Service		
	Other - give details		
2	What are the intended outcomes, reasons for change? (The business case)		
	It is a requirement of the School Admissions Code (2014) that admission authorities for all schools determine their admission arrangements by 28 February each year. In line with the requirements of the School Admissions Code Walsall Council, acting in its capacity as the admission authority for all community and voluntary controlled schools, consulted for a period of 6 weeks from 6 November to 18 December on the proposed admission arrangements for 2019/20 and the report is submitted to cabinet to request that these admission arrangements are determined. It is also a requirement that Local Authorities agree a scheme for coordinated admission to primary and secondary schools each year and cabinet is asked to approve the scheme for the 2019/20 primary and secondary admission rounds.		
3	Who is the proposal potential likely to affect?		
	People in Walsall	Yes / No	Detail
	All	Yes	The Local Authority has a statutory duty to ensure that there are sufficient school places available within the borough of Walsall to meet projected demand; the strategy therefore has an impact on all children living in the borough of Walsall.
	Specific group/s		
	Council employees		



	Other	Y	Other local authorities. It is a statutory requirement that the local authority has a scheme for coordinated admission in place which must be operated in cooperation with other local authorities	
4	Evidence, engagement and consultation (including from area partnerships, where relevant)			
4.1	Details of the consultation responses received are included in the Cabinet report			
	Type	Consultation	Date	06.11.17 to 18.12.17
	Audience	The consultation document was published on the Walsall Council website and on the Walsall Link and was sent by email to all Walsall schools, all neighbouring local authorities, and to the diocesan representatives.		
	Protected characteristics			
	Feedback			
	Type		Date	
	Audience			
	Protected characteristics			
	Feedback			
4.2	Concise summary of evidence, engagement and consultation (including from area partnerships, where relevant)			
5	How may the proposal affect each protected characteristic or group? The affect may be positive, negative or neutral.			
	Characteristic	Affect	Reason	Action needed

			Y or N	
	Age	Positive	The purpose of the admission arrangements are to ensure that all community and voluntary controlled schools have in place a fair and equitable set of admission criteria to determine how places will be offered when a school is oversubscribed	N
	Disability			
	Gender reassignment			
	Marriage and civil partnership			
	Pregnancy and maternity			
	Race			
	Religion or belief			
	Sex			
	Sexual orientation			
	Other (give detail)			
	Further information			
6	Does your proposal link with other proposals to have a cumulative affect on particular equality groups? If yes, give details below.			(Delete one) No
7	Which justifiable action does the evidence, engagement and consultation suggest you take? (Bold which one applies)			
	A	No major change required		
	B	Adjustments needed to remove barriers or to better promote equality		
	C	Continue despite possible adverse impact		
	D	Stop and rethink your proposal		

Action and monitoring plan

Action Date	Action	Responsibility	Outcome Date	Outcome

Update to EqIA

Date	Detail